

## MEETING MINUTES – WFIT Program Board

**Date of Meeting:** 05/1/2013      **Time:** 01:00pm-4:00pm MT

**Location:** NIFC, FPA Conference Room

**Minutes Prepared By:** John Gebhard

### 1. Meeting Purpose

This is the weekly meeting of the PB. The discussions continue to move from process discussions to operation of the Program Board and Working Groups.

#### Invitees with indication of Attendance

Andrea Olson, FWS		Chris Markel	X		
David Potter, BIA	X	John Gebhard	X		
Keith Smith		Jaymee Fojtik			
Richard del Hierro	X				
Erik Torres	X				

**X** – Present in person

**P** – Call in

**Blank** – Did not attend

### 2. Meeting Agenda

<i>No.</i>	<i>Item</i>	<i>Time</i>	<i>Owner</i>
1)	MAB Meeting Review	10	All
2)	Fire Year Investment Plan	10	All
3)	FY 15 Budget	10	All
4)	Mobile Forms Review	20	Laura Hill
5)	MAB Ranking and Rating Criteria	15	John Gebhard
6)	As-Is to To-Be Roadmap	15	John Gebhard
7)	CAD Project Manager	10	John Gebhard
8)	Framework Discussion	20	Erik Torres

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### 3. Meeting Notes, Decisions, Issues

1. The MAB would like to see the three Working Group Charters consolidated into one charter. The PB had a good discussion with the pros and cons discussed. Several of the PB members supported the idea and several expressed concerns with the idea. The MAB did approve the LOB document. Chuck Wamack discussed the CAD project and its status. The MAB would like progress briefings on a regular basis.  
**Action:** Each of the PB members will talk to their Fire Director about the issue of combining charters and bring back to the PB for further discussion.
2. Five Year Investment Plan. The next step is to look at the individual project plans and see if there are additional out year cost savings that can be achieved.  
**Action Item:** All agencies need to provide a high level investment plan for each application. It would have enough budget detail to determine if additional cost savings can be achieved.
3. FY 15 Budget Request. The goal is to have a standard schedule and process between DOI and USDA. This is being worked on presently. In the meantime agencies will need to continue to provide individual reports back to their agencies.
4. Mobile Forms Review. Laura asked that the PB members review this document and provide her any comments. The form has been e-mailed to the PB for their review.  
**Action Item:** Program Board members to review the document and provide comments to Laura.
5. MAB Ranking and Rating Criteria. This document has been posted to the SharePoint site and is available for the PB to review.  
**Action Item:** PB members to review the document and provide comments to John.
6. As-Is to To-Be Roadmap. The PB is in favor of having a contractor help us in developing the Roadmap on how to transition to the To-Be.  
**Action Item:** Chris and John will look into contracting options.
7. CAD Project Manager. The PB is requesting Project Manager support from the BLM.
8. Framework Review. Erik led a discussion about the Framework that IFTDSS uses and the framework that iRWin is going to be developing. Is there a redundancy here? Do we need both of them? The PB agreed that there is a need for follow-up discussion on this. An agenda item will be added to the next meeting for further discussion.

4. New Action Items			
<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Determine the System of Record For Unit ID's	PB	5/10/13	
See additional action items above			